



Department of Energy
Washington, DC 20585

April 13, 2006

TO: ALL PROSPECTIVE OFFERORS

SUBJECT: REQUEST FOR PROPOSALS (RFP) NUMBER DE-RP01-06SO20218

This cover letter is a summary of the salient elements of the subject RFP; however, **it is not** an integral part of the enclosed RFP. In the event of any inconsistencies between this letter and the RFP, the provisions of the RFP shall govern.

General Information

This acquisition is a new unrestricted full and open competitive procurement under NAICS Code 541690. The acquisition is for Specialized Technical Services for the Office of Classification (OC), Office of Security and Safety Performance Assurance (SSA). This is an integrated acquisition for new requirements that are based on activities currently performed under contract numbers DE-AC01-03SO20188 and DE-AC01-03SO20138. The Statement of Work for each contract is provided for historical information as an attachment to this solicitation. The pre-solicitation notice for this requirement was synopsized at <http://www.fedbizopps.gov/> on January 31, 2005 under solicitation number DE-RP01-05SO20218.

DOE Industry Interactive Procurement System (IIPS)

The entire solicitation is available for downloading from the Internet via the "DOE Industry Interactive Procurement System (DOE-IIPS)", located at Internet address: <http://e-center.doe.gov/>. To review the solicitation, follow the Business Opportunities Link from the DOE-IIPS home page. **Proposals shall be submitted to DOE electronically via the DOE-IIPS.** Instructions on how to submit your proposal electronically can be found in the help document, which is located at <http://e-center.doe.gov/>. **All questions relating to the RFP shall be submitted to DOE via DOE-IIPS; telephone or e-mail communications shall not receive responses.** For technical assistance with the DOE-IIPS, Offerors should call 1-800-683-0751, or e-mail the DOE-IIPS administrator at iips@pr.doe.gov.

Past Performance Information

Pursuant to Provision L.25 of the RFP, Offerors shall request that the references identified return the Past Performance Questionnaire and Transmittal Letter directly to the address identified in Section L. To avoid late submissions, Offerors should request that the references identified submit

the past performance information via facsimile to the point of contact identified in Section L, Provision L.13. **No additional information, proposals or other documents will be accepted via facsimile.** Offerors should allow adequate time for the completed forms to be returned to the DOE **by the proposal due date, May 15, 2006.** The past performance information shall be incorporated into Attachment 1 (see Section J of the RFP). Past performance information received after the due date may not be considered by the Government.

Proposals

It is mandatory that proposals include the entire requirement for the 24-month base period, and all three 12-month option periods. Proposals for less than the total requirement are not desired and shall be rejected. One single contract award is expected to be made as a result of this RFP; multiple awards are not contemplated under this solicitation.

The Government intends to evaluate proposals and award a contract without discussions. Therefore, each offer should contain the Offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government shall not award a contract to an Offeror that does not meet the material requirements of the RFP.

Proposals shall be prepared strictly in accordance with the instructions set forth in the RFP, Section L. You are cautioned to carefully review Provisions L.3, L.4 and L.5 of this RFP concerning submission, modification, revision and withdrawal of proposals. Late proposals shall be rejected, except see FAR 52.215-1. Page limitations for the written technical proposal elements are identified in Provision L.25. Section J, includes a list of documents that must be completed by the Offeror and included with the proposal submission.

Proposals shall be evaluated in accordance with the criteria set forth in Section M. All expenses related to the proposal cost and document preparation shall be the sole responsibility of the Offeror.

Proposals must be received through the Secured Services option at the DOE-IIPS web site under Request for Proposals Number DE-RP01-06SO20218 no later than 1:00 p.m., local (Washington, D. C.) prevailing time on May 15, 2006. Offerors are cautioned to allot the appropriate amount of time for electronic transmission to ensure the Government's receipt of its entire proposal before the date and time identified above.

Pre-proposal Conference

No pre-proposal conference will be conducted.

Notification for Central Contractor Registration (CCR) Requirements

All prospective Offerors are hereby notified that FAR 52.204-7 is included in Section I of the subject RFP. Pursuant to FAR 52.204-8 Annual Representations and Certifications, paragraph (c) of Provision K.1 applies. Offerors shall complete the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at:

<http://orca.bpn.gov>

Other Information

Please note contract clause I.16, DEAR 952.209-72, Organizational Conflicts of Interest. Award of a contract shall be subject to Organizational Conflicts of Interest (OCI) requirements.

The Government's obligation under the resultant contract is contingent upon the availability of appropriated funds from which payment for contract performance can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer and obligated on the resultant contract.

Questions and Communications

Pursuant to solicitation Provision L.16, questions relating to this solicitation shall be submitted via the DOE-IIPS web site no later than 1:00 p.m., local (Washington, D. C.) prevailing time on April 27, 2006. Answers to questions will be provided via DOE-IIPS as soon thereafter as practicable. Questions received after April 27, 2006 may not be addressed before the proposal due date.

All communications concerning this acquisition (including, but not limited to, questions, management/technical issues, pricing issues, administration issues, and proposal issues) shall be conducted via the DOE-IIPS web site. The Contract Specialist, Ms. Mary L. Pitt, and the Contracting Officer, will coordinate all communications on behalf of the Government. Communications with anyone other than Ms. Pitt or the Contracting Officer are inappropriate during this on-going acquisition. In accordance with 41 U.S.C. 423(e)(1), (2), and (3), listed below are the various sanctions and/or penalties available for violations of the above-referenced prohibitions:

- Criminal penalties up to imprisonment for 5 years;
- Civil penalties up to \$50,000 fine per individual (government or contractor) and \$500,000 per contractor or firm; and
- Administrative actions up to and including dismissal from federal government or contractor employment.

Your interest in the U. S. Department of Energy's requirement is appreciated

Irie W. Clarke
Contracting Officer
Office of Headquarters Procurement Services